



REQUIREMENTS FOR THE STANDARD PROFESSIONAL PRINCIPAL PREK-12 CERTIFICATE

Certificate Information

The Standard Professional Principal Certificate is required for all personnel who hold the title of Principal, Assistant Principal, or perform the duties of Principal or Assistant Principal as delineated in Title 15 of the Arizona Revised Statutes. The certificate is valid for 12 years and may be renewed.

Administrative Requirement Checklist:

In order for our office to complete a Substantive review the following Administrative requirements must be submitted as described, if not, the processing of your application could be delayed. Application fees are non-refundable.

- ☐ **Application & Fee:** Complete the [Application for Certification](#) and submit the appropriate fee.
- ☐ **IVP Fingerprint Card:** Submit a photocopy of your valid [Arizona Department of Public Safety](#) Identity Verified Prints (IVP) fingerprint card, (not the paper copy), with your application.
- ☐ **Official Transcripts:** Request that your university/college submit official transcripts documenting a Master's or more advanced degree directly to certification@azed.gov, or by mail to Arizona Department of Education – Certification Unit, P.O. Box 6490, Phoenix, AZ 85005.
 - *Note:* Transcripts submitted by the applicant via the online portal or by email are not considered official. If you completed coursework or degree(s) from an institution outside the United States a course-by-course evaluation from a Department-approved agency is required. Please see the [Foreign Credential Evaluation Agencies Information](#) list for instructions.

--One of the following--

- ☐ **Exams:** Submit a copy of your passing score on the required AEPA Administrator exam results or appropriate documentation that you qualify for an exam waiver. (See Exam Requirements).
- ☐ **Teaching Experience:** Verification of three (3) years full-time teaching experience in PreK-12. Forward the [Verification of PreK-12 Teaching Experience](#) form to your district/charter school HR office for completion and submission to certification@azed.gov.

--OR--

- **Out-of-State Certificate/License:** Submit a photocopy of your out-of-state certificate/license with your application.

Substantive Requirement Review:

Select Option A or B:

Option A: Master's Degree, Coursework, Experience, and Exam

- Official transcripts documenting a Master's or more advanced degree from an accredited institution. **-AND-**
- Three (3) years of verified full-time teaching experience in grades Prekindergarten–12. **-AND-**
- Official transcripts documenting completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance. **-AND-**
- Principal Practicum or Experience. Submit one of the following:
 - Official transcript from an accredited institution documenting a practicum as a principal. **-OR-**



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- Two years of experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.

-AND-

- Principal or Superintendent Exam Requirement: One of the following:
 - A passing score on the Arizona Educator Proficiency Assessment (AEPA) Principal Subtest I and II exam; **-OR-**
 - A passing score on the Arizona Educator Proficiency Assessment (AEPA) Superintendent Subtest I and II exam; **-OR-**
 - Verification of three years of full-time experience as an administrator in any state, including Arizona. Submit a letter on official letterhead, completed and signed by a superintendent or personnel director, verifying your administrator experience. Note: Experience as an administrator in a foreign school will not be accepted. **-OR-**
 - Passing score on a substantially similar administrative exam from another state. Submit an official score report and have reporting state complete and submit [Verification of Out of State Exams](#). (If you took a Praxis exam, request that your scores be reported to the state of Arizona 8517, in place of the Verification of Out of State Exam form.)

Option B: Certification Reciprocity

- The applicant holds a valid, comparable Principal certificate in another state and is in good standing with that other state. Submit one of the following:
 - A photocopy of your valid, comparable out-of-state Principal certificate and the official transcripts documenting completion of the administrator preparation program that qualified you for the out-of-state certificate.